

LOC Emergency Response Plan including Media Protocol

Introduction

The aim of this document is to provide guidance to the Organiser in dealing with an emergency in line with the British Orienteering Emergency Response Plan 2011.

Be assured that at short notice, British Orienteering will be able to provide continuing practical help and support.

Definition of an Emergency

An emergency is a very serious event which can involve great distress and may have considerable organisational consequences. Examples are:

- Death or serious injury of a competitor, volunteer or spectator. This may be a child.
- Serious damage to event infrastructure eg marquee collapse or fire.
- Deliberate major act of violence or vandalism.
- Sudden loss of event access roads eg major traffic accident just before or during an event.

Pre event actions by the Organiser

Thinking and planning ahead will help reduce panic.

- In the case of a major event (more than 1000 competitors), inform the Police that the Event is taking place. Have a traffic plan prepared, should they ask. Provide contact numbers.
- Discuss this emergency plan, other safety plans and the cancellation plan with key event officials. 'Think outside the box'.
- Designate an Emergency Control Point in the Arena.
- Designate a quiet area/tent in case of bereavement. Perhaps even a car. Ensure unsuitable conversations, telephone calls, etc. do not take place within earshot of the bereaved
- Consider alternative site for Download in case the marquee becomes unusable.
- Consider assistants you may need eg On-site Emergency Coordinator, Log Officer. See below.
- Brief event personnel not to pass on any names and information until the release of this information has been agreed with Police and Chief Executive and next of kin informed. Impress the need for strict confidentiality.
- Brief event personnel to refer all media approaches to the Police, who will have a duty Press Officer 24/7 to handle media enquiries.

Emergency actions by Organiser

1. Inform the following:

- Event First Aid
- **999** call to Police and other emergency services eg Fire, Ambulance. The police will call Mountain Rescue if needed.
- Key event officials ie Controller, Planner,
- British Orienteering Chief Executive, Mike Hamilton.
Office hours: 01629 734042. OUT OF OFFICE HOURS: 07966 305800
- Other event officials as necessary.

2. Appoint someone as the On-Site Emergency Coordinator (OSEC), who is to be the focal point for all communications with British Orienteering. The OSEC should have a designated phone. British Orienteering will set up

- an Emergency Management Team in the National Office and expect an OSEC to be appointed at the event site. It may be decided to use the National Office as a 'help-line' but this needs to be arranged in agreement with the Chief Executive and Police. The Organiser needs to be free to deal with the emerging situation.
3. Set up an Emergency Control Point on site eg corner of marquee, separate tent, First Aid point. The OSEC may best be located here.
 4. Commence a log of actions. Appoint a Log Officer to do this if possible.
 5. Keep relatives or close friends informed. If a child is involved appoint someone to look after parents with the utmost care and sensitivity.
 6. Use pre-prepared plans for missing runners and casualty rescue. Work with the event First Aid and event volunteers to cope with other emergencies till the Police and additional emergency services arrive.
 7. Remind all personnel not to pass on any names and information until the release of this information has been agreed with Police and Chief Executive and next of kin informed. All approaches by the media should be directed to the Police.
 8. In a multiday event, the emergency may affect the following days eg cancellation may be considered.

Calling the Police

1. Use 999.
2. The Police will take over control of the emergency when they arrive. They are responsible for calling in Mountain Rescue teams. All media approaches should be referred to the Police.
3. A police Senior Investigating Officer will be appointed if there is a fatality or criminality is suspected.
4. The Police may wish to take statements from persons involved so do not allow them to leave.

Volunteers

1. Arrange to brief all volunteers (ideally in small groups) at an early stage and at regular intervals.
2. Remind all personnel not to pass on any names and information until the release of this information has been agreed with Police and Chief Executive and next of kin informed. All approaches from the media should be directed to the Police. Be very wary about who is listening when holding conversations, making phone calls, etc.
3. Be aware how volunteers are coping.

A real or suspected Fatality

1. Call event First Aid.
2. Keep people away until the area can be taped off.
3. If an first aid organisation (e.g. St Johns) is being used, they will have protocols for dealing with a real or suspected fatality. Let them get on with the job. In conjunction with the first aider, use 999 to ask for Ambulance and Police. A paramedic or doctor is required to confirm death.
4. Do not mention names over the radio. Use your common sense to maintain a strict confidentiality until the Police (and Chief Executive) have agreed the release of information and next of kin informed.
5. Expect that the first aider, assisted by one or more club volunteers, will have to remain with the fatality until the arrival of the police Senior Investigating Officer (and Mountain Rescue if necessary).
6. Be aware that an emergency may involve several fatalities/casualties.

Post Emergency

1. Look after next of kin, event volunteers, emergency event officials and others who have been involved. Consider counselling.
2. Keep all documents, logs etc safe as these will be needed for the final report and any future investigations.
3. Arrange for a debrief with event volunteers as soon as feasible to discuss any issues. Avoid blame, recriminations etc and remind everyone to maintain a professional confidentiality.
4. Write your own unofficial report as soon as you can while facts are fresh. Ask others to do the same. Your final report will include input from key event officials and others involved.
5. Complete a British Orienteering Accident form and return this to BOF office within a week.
6. Thank all who have been involved including all outside agencies.
7. Discuss next steps with British Orienteering.